



**Wales Office**  
**Job Description for Ministerial Visits and Events Officer**

<b>Job Title</b>	Ministerial Visits and Events Officer
<b>Pay Grade</b>	HEO
<b>Salary</b>	£34,140 - £37,105
<b>Location</b>	Ty William Morgan, Cardiff, CF10 1EP
<b>Contract</b>	Full time - Permanent
<b>Clearance</b>	CTC (See additional information)

**About the Wales Office**

The Wales Office is the face of the UK Government in Wales and the voice of Wales in Westminster. We support the Secretary of State for Wales and the Ministerial team in representing Wales at the heart of Government. With offices in London and Cardiff, we work in partnership with other Government Departments and stakeholders to deliver a stronger Wales within a strong and prosperous United Kingdom.

Our departmental values are Commitment, Collaboration and Quality. These shape how we operate in a challenging, demanding and fast paced environment which requires flexibility, transparency, and professionalism.

**The Role**

The Ministerial Visits and Events officer supports the External Affairs Manager in delivering Ministerial visits and events.

This is a challenging and rewarding role for a capable and motivated individual who excels at planning and project management to deliver high-profile events and visits in Wales – and occasionally internationally – for Government Ministers. Working in the Private Office at the heart of the Department, you will have unprecedented access to Ministers and work closely with Communications and Policy teams to ensure events and visits are of a high-quality and strategically focused on the Government's priorities. It is a fast-paced and dynamic environment so strong planning and organisational skills with a willingness to work flexibly are all essential, alongside the ability to think creatively and work as part of a supportive team. You will regularly be required to recce potential Ministerial visit locations as well as accompanying Ministers on visits which may involve working non-standard hours which may occasionally include weekends, or a requirement to work away overnight.

**Key Responsibilities**

- Plan, co-ordinate, and lead on high-quality events and visits for Ministers, including the Secretary of State, to deliver policy and communication objectives.
- Identify and recce venues ahead of Ministerial visits and commission policy and communications teams to develop accurate advice and engaging communications plans.



## Wales Office Swyddfa Cymru

- Devise detailed briefings for Ministers, engaging with internal and external stakeholders and paying close attention to accuracy and presentation.
- Accompany Ministers on visits and at events in the UK (mainly Wales) and occasionally overseas, ensuring they are well supported and briefed, and oversee logistics to ensure they are smoothly executed, and risks mitigated.
- Work closely with colleagues across UK and Welsh Governments to identify opportunities for joint Ministerial visits.
- Manage key stakeholders from a variety of sectors across industry and civil society to help support and build future visit opportunities.
- Support with building strategic forward plans that align with government priorities, external stakeholder announcements and key events, ensuring that they are properly resourced.
- Evaluate the success of events and visits and use management information to feed into corporate reporting and inform future planning.
- Maintain a record of previous and upcoming events and visits, ensuring they are kept up-to-date and accurate
- Contribute to the work of the wider Private Office, providing support to Ministers to carry out their duties.

*This list is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.*

### Person Specification

Please evidence how closely you match the essential criteria in your **Statement of Suitability**:

#### Essential

- Demonstrable experience of organising events and visits for senior stakeholders or officials.
- Ability to work collaboratively across multiple teams and to establish effective relationships with a variety of stakeholders.
- Strong time management and organisational skills to deliver work independently to tight deadlines, whilst keeping stakeholders updated on progress.
- Flexible approach with an ability to solve problems, identify and mitigate risks, and work collaboratively to overcome challenges.
- An understanding or experience of government, public sector, or corporate communications.
- Travel will be required to recce potential Ministerial visit locations provide support on Ministerial visits or when attending stakeholder meetings.

#### Desirable

- Welsh Language skills.
- Strong geographical knowledge of Wales.
- Full clean UK driving licence.



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### Recruitment Process

This campaign will be undertaken using the Civil Service Success Profile framework. You will need to provide evidence in your application to cover the following behaviours:

- Managing a Quality Service (**Lead Behaviour**) (**Application & Interview**)
- Delivering at Pace (**Application & Interview**)
- Communicating and Influencing (**Interview Only**)
- Working Together (**Interview Only**)

In the event of a high volume of applicants, we will sift only on the lead behaviour to create a shortlist for interview.

Strengths may also be assessed at interview, but these are not shared in advance.

Candidates are also required to provide a **Statement of Suitability** (as stated above) which details how they match the essential criteria for the role.

### Additional Information

The Wales Office is not an employer in its own right. Staff recruited to work at the Wales Office will be employees of the Ministry of Justice who provide employment services on our behalf.

This role requires CTC level clearance. Applicants for National Security Clearance (CTC) must be resident in the UK for 3 years immediately prior to their application for Security Clearance. If you have spent significant time abroad (a total of 6 months in the past 3 years), you would be required to give a reasonable account of the reasons why.

If you do not meet the above requirement, you may still be considered for the role if, for example:

- You have been serving overseas with HM Armed Forces or in some other official capacity as a representative of HM Government.
- You were studying abroad.
- You were living overseas with parents.